



LEAD PROGRAMMER ANALYST

Purpose:

To actively support and uphold the City's stated mission and values. To provide leadership and oversight to the IT programming team and perform complex and highly technical work in the analysis, design, programming, testing, installation and maintenance of computer application systems within the City's current environment.

Supervision Received and Exercised:

Receives supervision from the IT Applications Supervisor or other IT management staff.

Exercise functional and technical direction over professional staff as needed.

Essential Functions:

Duties may include, but are not limited to, the following:

- Coordinate the IT programming team's daily operational responsibilities; i.e. scheduling, troubleshooting, resource management, etc.
- Serve in a leadership capacity for the IT programming team; provide both formal and informal training, oversee quality control and serve as first line of assistance for the IT Applications Supervisor in the operation of the team.
- Assist in the hiring and training of new Business Solutions Programming staff.
- Assist in evaluating work flow and other activities by accessing and monitoring work activities to ensure work is completed in a timely and appropriate manner.
- Recommend and assist in the implementation of goals, objectives, policies, and procedures of the Business Solution's programming staff.
- Analyze, modify, test and debug new and existing computer programs; analyze problems and make modifications to systems and individual programs as required;
- Develop an entire application from conception and design through the implementation phase; prepare flow charts and other documentation; maintain assigned projects and systems;

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- Develop modifications or enhancements to existing programs to meet customer needs or system design changes;
- Evaluate operations and activities of assigned program responsibilities; recommend improvements and modifications; write and modify operating procedures;
- Consult with other IT staff to coordinate system activities and to identify needs;
- Assist with resolving program and operational problems; analyze cause of problems, design solutions and take corrective action;
- Assist with user implementation of computer systems; provide customer training; prepare system, program, and customer guides documentation;
- Assist in providing or coordinating staff training; assign and evaluate work done by programming staff when functioning as a project lead; ensure that project deadlines are met;
- Participate in complex program design projects and feasibility studies; assist in solving the most difficult programming problems;
- Prepare various reports on operations and activities including project schedules and updates, program manuals, charts and diagrams;
- Assist in preparing technical specifications for bids and purchase requests;
- Attend meetings and conferences including training seminars and professional meetings; monitor and review new software and hardware products;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Minimum of two years of senior level computer programming and systems analysis experience.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science or a degree related to the core functions of this position.

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Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

- Work in a stationary position for long periods of time
- Operates computers, calculators, and other office machines
- Extensive reading and close vision work
- May require working extended hours

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 535

Status: FLSA - Exempt / Classified